**\*\*See the wiki – 2011-2012 Bookroom Lit Coordinators\*\***

**August 30, 2011**   
**8:00-8:45** Your time to prepare, get guest teacher settled, etc.  
  
**8:45-9:15** Meet with Bookroom Coordinators only (to discuss bookroom budgets and determine parameters)

8:45 Introductions- Kathleen Taps, Julie Wright, Kate Drugan, Tammy Slater, Michelle Wulf, Elizabeth Ingraham, Carrie Keener, Kerry Jackson, Lauren DeMars, Annette Hegemier

Bookroom Budgets-

* Breakdown per building:
  + Barrington- $7,053, Greensview- $3,704, Tremont- $5,135

Wickliffe- $4,885, Windermere- $4,223

* + Shifting toward per pupil allocation based on August Power School info for this year
  + Principals get DRA funds to allocate according to their discretion

Parameters for spending-

Budget can be spent on materials (shelves, tubs, labels, etc…) in addition to guided reading books and Professional books

Purchase Orders-

The process and procedures for spending and an example of a requisition form to be completed and sent to Kate, Julie, Cindy Teaff is on the wiki.

Materials-

Baggies (ask classroom teachers for donations, Star Beacon, etc.)

Shelves, Big Book carts, hanging clips

Technology Resources-

Tech. type purchases will need to go through Jeff Collett’s office (e-Readers, iPads, apps, etc.)

**9:15-3:15** Meet with Bookroom Coordinators and Literacy Coordinators

9:15 Introductions: Kathleen Taps, Julie Wright, Kate Drugan, Tammy Slater, Michelle Wulf, Elizabeth Ingraham, Carrie Keener, Kerry Jackson, Lauren DeMars, Annette Hegemier, Sarah Oberlin, Shelley Hays, Katie Say

* 9:25-9:35 Vision of working together for LA:
  + Kate shared the history of Literacy Coordinators and Bookroom Coordinators and the blending of the groups this year
* 9:35-9:45 Language Arts Budget/Initiatives:
  + Stipends, BSA funds, Prof. Dev., New assessments, Book Studies
  + Changes taking place in grades 6-12: Workshop Model w/ Sam Bennett
  + Common Core
* 9:45-10:00 Choice Literacy Subscriptions:
  + Subscriptions need to be renewed
  + How to share- can we pass on articles and share videos? Yes
* Reading A-Z and RAZ Kids:
  + Reading A-Z is a district subscription- go through Carol Craven
    - Be cognizant of text level correlation w/ DRA, F&P
    - Correlation chart is on the site under *Leveled Reading*
  + RAZ Kids is an additional subscription
* 10:00-10:15 Break:
  + Visit the professional resource shelves upstairs in 208

10:15 Maureen Reedy and Shelly Hanahan joined the group

* 10:15-10:30 Book Study Books- Plan/recommendations for the year:
  + **Greensview**: *Power of Our Words*- all teachers have a copy
  + **Barrington**: One book study TBD at a slower pace
  + **Wickliffe**: Action research was a success, Reader’s Notebooks
  + **Windermere**: *Comprehension Going Forward*, and additional focus for intermediate and primary, want a year long book study
  + **Tremont**: *Morning Meeting*/Responsive Classroom book study is in progress, first two sessions held 8/15, Considering *Teaching with*

*Intention* for second ½ of the year

**Literacy Initiatives - Subgroup Reports**

* 10:30-12:00 **AIMSweb** (Julie, Kate & Team)
  + K and 1 have training on Friday, Sept. 2nd
    - There are between 1-5 assessments
    - Letter Naming, Letter Sound, Phoneme Segmentation, Nonsense Word Fluency, Reading CBM
    - Copies will be made for teachers, with the exception of the Teacher Recording/Student booklet
  + Grades 2-5 have training on Tuesday and Wednesday, Sept. 6th and 7th
    - Sign in sheet for teachers
    - Tables set up with copy of PowerPoint, folder of Masters, packet of practice materials
    - Will need a document camera, laptop and projector
    - Julie has labeled AIMSweb materials with text in boxes
    - PowerPoint Presentation (there are notes provided for the facilitator)
    - Students are given the AIMSweb assessment for their current grade level
    - Make a link between AIMSweb results and the CTOPP (Comprehensive Test of Phonological Processing)
    - There is a blank spreadsheet template for recording data, teachers will need to add student names and ID #’s
    - Text box has been added to the bottom of the front of the Teacher Recording/Student booklet
    - Let teachers know that there is some subjectivity with the exact number of errors and if it’s not exact, it will not impact the overall score
    - Median score is the middle value
  + Determine who will lead the after school sessions on September 6th and 7th
    - **Tremont**- Shelley will present, Annette will help with materials
    - **Wickliffe**- Sarah, Kathleen, and Maureen
    - **Windermere**- Kerry
    - **Greensview**- Lauren and Carrie
    - **Barrington**- Michelle, Lauren
* 12:00-12:30 Lunch (we will bring in lunch for this meeting)
* 12:00 Julie Archer joined the group, Maureen Reedy and Shelly Hanahan returned to their buildings
* 12:30-1:30 Word Study/High Frequency Words/SFW Refresher (Shelley & Team)
  + **SFW refresher**- Grades 3-5
    - First meeting will be week of Sept. 19th
      * Background info, SmartBoard resources
      * Shelley will develop and send out a PowerPoint
    - Second meeting will be week of Oct. 17th
      * Sharing how we’re using/supplementing SFW
      * Additional resources
    - Spelling Committee will reconvene this year to make program recommendations for future years
  + **High Frequency Words**
    - UA HFW lists
      * For now, HFW will not be a required piece of data for eligibility for RWI, but teachers and RWI specialists can continue to use the assessment
      * Letter will come from Shelly to send out to each staff
    - F & P HFW lists
      * Kate talked with Heineman rep. who will do F & P training
        + K list is top 100 words from levels A-C (A-3)
        + 1st grade list corresponds with text levels 3-18
        + Benchmarks have been developed
        + Recommended Marzano’s words

*Building Academic Vocabulary* (each grade level should have a copy)

* + - LLI
      * HFW are tied into lessons and text levels
      * May be an additional resource to research
  + **Word Study**
    - *Word Journeys*- possible study of this resource and the Developmental Spelling Assessment
    - This will be a give away at the first SFW refresher meeting
* 1:30-2:30 Early Literacy (Kerry & Team)
  + PowerPoint presentation- 3:00-4:00 staff PD session TBD
    - Defines dyslexia, describes characteristics, provides checklist
    - Multisensory activities and resources
* 2:30-3:00 Balanced Literacy Framework (Annette & Team)
  + See packet and list of questions/to-do’s
  + Updates to Framework and inclusion of definitions for Focus for Instruction
  + Revised Framework and Definitions will be provided to Lit. Coordinators to share at a Literacy Team Meeting
* 3:00-3:15 Set calendar dates for the year:
  + Friday, October 21st, p.m.
  + Thursday, December 1st, p.m.
  + Friday, January 13th full day
  + Friday, February 17th p.m.
  + Thursday, April 12th a.m.

**Next Meeting**

* 2011-2012 Conferences
* Professional Resources
* Alignment, Alignment, Alignment (Julie, Kate & Team)
* Assessment Extravaganza (Elizabeth & Team)
* Language Arts Course of Study Review - Common Core (Julie & Kate)
* Anything else...

\*\*If you haven’t received payment for summer work, no worries…Cindy is still processing summer work supplementals. Thanks for your patience!\*\*